



VIETNAM 50th COMMEMORATION
PLANNING GROUP
City Hall Council Chambers
vietnam50@milwaukieoregon.gov

PLANNING AGENDA

March 19, 2015, 4:00 p.m.

[Agenda as of 3/12/2015]

1. Call to Order
 - a. Introductions
 - i. Review Official Committees (Stauffer)
 - b. Review Last Meeting Notes
 - c. Review Last Meeting Follow-Up Items
2. The Moving Wall Event:
 - a. Administrative and Finance (Maderis)
 - i. Budget and Fundraising (Craig)
 1. Legion Fundraiser Dinners (Craig)
 2. Golf Carts (Craig)
 3. Port-a-Potties (Craig)
 - b. Logistics Section (Craig)
 - i. Event Staffing: Organization Chart Updates (Lueck)
 - ii. Volunteer Recruitment (Hedges)
 - iii. Wall Platform Update (Craig/Shannon)
 1. Lighting
 - c. Operations Section
 - i. Review Program Schedule
 1. Speaker and Dignitary Invite List
 - ii. Vendors
 - iii. Parade (Nieman)
 - iv. Parking Options
 1. Parking Coordinator
 2. Murphy Site (Craig)
 3. Confirm Off-Site Parking Hours of Need for NCSD
 4. Bus/Shuttle Service (Craig)
 - v. Public Relations, Promotions, and Marketing (Craig/Nieman)
 1. Report to City Council (Craig)
 2. SWAG Items (buttons, pins, etc.)
 - a. Volunteer T-Shirts (Nieman)
 - b. Sales of Wall Logo Items
 3. Inclusion/Use of Sponsor/Partner Logos
 - d. Miscellaneous Topics
3. Other Commemorative Events

Next Meeting: Thursday 4/16/2015, 4 p.m., at City Hall